

Chauffeur

Engineering Assistant

Secretary (T)

Secretary

Communication & Records Management Clerk

FSN#2009/47

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: March 20, 2009

CLOSING DATE: April 2, 2009

WORK HOURS: Full-time; 48 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-BB

Ordinarily Resident (OR): FSN-3

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in the Joint POW/MIA Accounting Command (JPAC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Sever as the office's chauffeur driving the vehicles on official trips in Bangkok and other areas of Thailand as required. Ensure all necessary travel documents are handled correctly and safely, routinely passes and receives critical trip documents. Must be able to work extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school; (2) At least two years experience as a professional chauffeur; (3) Level II (Limited

Knowledge) speaking/reading/writing English and Thai; **(4)** Must be familiar with the Bangkok Road system and nearby cities; **(5)** Must have basic automotive mechanic ability; **(6)** Must possess a valid Thai Driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 2, 2009

FSN#2009/49

Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: March 20, 2009

CLOSING DATE: April 2, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management Office (FM) located at Rajdamri compound, Bangkok.

BASIC FUNCTION OF POSITION:

Performs works within the engineering division. Duties include assisting project engineer in supervising, monitoring and/or controlling constructions projects; performing responsibility for quantity survey, site inspection and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Mechanical or Electrical Engineering; (2) Three years' progressive experience in maintenance and repair or construction engineering field in multinational organization; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Must have knowledge of construction engineering and techniques, as well as Thai and common international standards and codes; (5) Must have a second level of Thai Professional Engineering License and valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

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Fax: 02-205-4928

PLEASE ATTACH A COPY OF THAI PROFESSIONAL ENGINEERING LICENSE

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: APRIL 2, 2009

FSN#2009/50 (T)

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-5 (Trainee)

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development / Governance and Vulnerable Populations Office (GVP), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant with GVP Office Management & Administrative Support Services in providing various clerical and secretarial supports to the team. Main duties include of travel arrangement, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, filing, maintaining day-to-day contact and program interaction with partners and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor Degree in Business, Public Administration, International Development, Arts/Liberal Arts or Social Science is required; **(2)** A minimum of one year experience of progressively in secretarial/administrative management with at least six months as a secretary/administrative assistant to a middle or Executive level are required; **(3)** Level III (Good general working experience) speaking/reading/writing in English and Thai are required; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: April 9, 2009

FSN#2009/50

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-6

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development / Governance and Vulnerable Populations Office (GVP), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent will assist the Administrative Assistant with GVP Office Management & Administrative Support Services in providing various clerical and secretarial supports to the team. Main duties include of travel arrangement, scheduling appointments, preparing time & attendance report, typing correspondence/memoranda, filing, maintaining day-to-day contact and program interaction with partners and appropriate personnel at the RDMA, USAID/Washington, USAID Missions, US Embassies and other US government agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor Degree in Business, Public Administration, International Development, Arts/Liberal Arts or Social Science is required; (2) A minimum of two years experience of progressively in secretarial/administrative management with at least one year as a secretary/administrative assistant to a middle or Executive level are required; (3) Level III (Good general working experience) speaking/reading/writing in English and Thai are required; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: April 9, 2009

FSN#2009/51

Communication & Records Management Clerk

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Communication & Records Management Clerk, FSN-4

OPENING DATE: March 27, 2009

CLOSING DATE: April 9, 2009

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the Communication & Records Management Clerk position in the U.S. Agency for International Development / Executive Office (EXO), located at GPF Witthayu, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for performing routine clerical duties mainly involving files and records management, administrative and mailing support for the Executive Office (EXO). S/he will classify code, organize, and maintain official office files, which include but are not limited to personnel records, travel files, memoranda, cables, procurement files and other office records according to the established system and in compliance with the USG filing/records management requirements. The incumbent is required to provide administrative and mailing support to EXO such as assembling documents, handling building pass card, typing, hand carrying/picking up and distributing mail/documents/courier deliveries, backing up receptionist and assisting EXO team member as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent) in the field of secretarial, commercial, business administration, accounting, information technology, social or arts is required;

(2) At least six months in clerical or secretarial experience are required; **(3)** Level III (Good general working experience) speaking/reading/writing in English and Thai are required; **(4)** Must demonstrate proficiency in using computer program and typing various correspondence formats; **(5)** Must possess excellent communication and interpersonal skills.

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CLOSING DATE FOR THE POSITION: April 9, 2009
